



FEDERAL EXECUTIVE BOARD OF OKLAHOMA
215 Dean A. McGee, Suite 320
Oklahoma City, OK 73102
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January 17, 2006

Federal Executive Board Members:

The Shared Neutrals Program is a project of the Oklahoma Federal Executive Board (FEB) to provide mediation as an alternative to formal dispute processes in the federal workplace.

The shared resources of the Federal community in Oklahoma form this interagency cadre of mediators, trained in partnership with the State Supreme Court of Oklahoma, Oklahoma City VA Medical Center, Equal Employment Opportunity Commission, Tinker Air Force Base, Internal Revenue Service, Federal Aviation Administration, and the American Federation of Government Employees. The vision is to resolve disputes at the earliest possible date to increase the quality of communication within the workforce, maintaining a productive work environment and reducing cost *and* time involved with formal processes.

Our nationally recognized "Shared Neutrals" program will be conducting a training class the beginning of April in order to increase the number of mediators in our cadre. This is your opportunity to nominate employees(s) from your agency to:

- Take advantage of excellent training in the local area, resulting in cost avoidance,
- Obtain useful training to assist in their everyday interactions, and
- Participate in our "award-winning cadre".

Training Information:


Dates:	April 3-7, 2006
Location:	National Aviation Center
	5020 S. Meridian, Oklahoma City, OK
Class Schedule:	8:00 a.m. – 4:30 p.m.
Cost:	\$150.00

Comparable training for the topics presented is \$695.00 (fee charged by public contractors that does not include the extra expense of travel).

Please review the attached registration form that outlines the criteria for nominees. I ask that you only nominated employees, supervisors, and/or managers that meet the criteria and will serve as ambassadors for our program, your agency, and public service.

We limit class size for this particular training to ensure each participant has the opportunity to interact with the instructors and have the opportunity to participate in the interactive learning sessions.

Please call me at (405) 231-4167 if you have questions regarding this training or our Shared Neutrals Program.

Sincerely,

LeAnn Jenkins
Executive Director

Registration and Agreement for Employee Participation in the Oklahoma FEB Alternative Dispute Resolution Consortium, "Shared Neutrals Program"

In accordance with the Oklahoma Federal Executive Boards Strategic Plan to organize special initiatives to reduce costs and maximize savings for our members, the Shared Neutrals Program was established in 1998.

Important to the success of this program is employee involvement and availability to provide mediation for other federal agencies. Supervisory support of their involvement is critical to the program's success.

Please indicate (by your signature below) your support of the identified employees(s)' participation for at least one year, including 10 hours per year in the Oklahoma State Supreme Court system (qualifying the individual for State Certification). The employee's involvement may be terminated or extended at the end of their year of service.

The supervisor's signature certifies each nominee meets the following criteria:

- Possesses strong receptive and expressive skills; is a good communicator.
- Is able to suspend advice-giving.
- Availability: must be willing and able to commit to the program for one year (on an as-needed basis), including 10 hours per year to work with the Oklahoma Supreme Court.
- Has a tolerance for conflict.
- Demonstrates confidence, possesses leadership qualities.

Maintenance of Program Integrity: mediators shall accept and carry out their assignments consistent with Shared Neutrals policies and procedures.

- Mediators should not accept assignments from an agency unless the assignment is generated through the Federal Executive Board's Shared Neutrals program or the program within their employing agency; mediators who knowingly do so, are not functioning as Shared Neutral mediators.
- Mediators should be aware that mediating outside the Federal Executive Board Shared Neutrals program and/or their employing agency could result in a charge of abuse of official time and/or otherwise affect their rights and benefits as federal employees.

Name of Employee	Signature	Date
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Name of Supervisor	Signature	Date
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Agency	Employee's Work Ph #	Email Address
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Please register the above employee for the April 3-7, 2006 Shared Neutrals Training: Workshop attendance is limited: everyone is encouraged to register as soon as possible. The FEB office should receive registration NLT March 9, 2006.

Cost of \$150 will be paid by: ☐ Cash ☐ Check ☐ Credit Card ☐ Gov't Voucher

Mail this completed form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165

Cancellation Policy: Understanding the unforeseen circumstances may preclude an individual from attending; refunds will be permitted through Thursday, March 9, 2006. However, after that date, registration must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!